

# PATHWAYS

## Basecamp Management

TLI2019

07/20/19 – Groton Public Library

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D53 Administration Manager

D53 Registration Manager

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PPT by Heather Turner & Norm Thibodeau

# Base Camp Manager (BCM) Duties

1. Encourage Pathways Enrolment & Use
2. Track Member Progress
3. Approve Member Level Completion Requests
4. Approve External Training Requests (not included here)

Available Resources

Primary BCM Responsibility: VPE

Backup BCMs: Pres, Sec

# Pathways BCM

## Encouraging Enrolment & Use

1. Transition legacy users by 06/30/2020
2. New members – only game in town
3. New member orientation
4. Pathways Integration Ideas (Turner)
5. Step by Step Guides to Help Members

# Pathways BCM

## Tracking Member Progress

Note: For members in multiple clubs – you will only see members who last selected YOUR club as their “home club”

# | PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both pe

Login to Pathways as  
Base Camp Manager  
for your club.

## Choose your path

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

Yourself

Another Member

Continue to Path Selection

## Access my path through Base Camp

Access your path here through Base Camp. Base Camp is your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members in your club.

Select your club:

Making Better Consultants (MBC) Sp

Cromwell Community Toastmasters

Speech Weavers

Making Better Consultants (MBC) Speak-Ez Toastmasters Club

Pathways Guides

Log in as a Member

Log in as Base Camp Manager

## The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.

Select Language:

English

Launch *The Navigator*

## Base Camp Manager

Welcome to your Base Camp manager home page. Here you can manage member progress in the Toastmasters Pathways learning experience.

As the vice president education, you are responsible for education approvals in your club. Your club president and secretary also have access to the Base Camp manager portal and are your backup approvers for Base Camp manager tasks. For more information on the Base Camp manager approval workflow, **view the Base Camp Manager Overview tutorial**.

To return to your personal learning experience in Base Camp, **visit the Pathways Start page** and log in as a member.

Go here to check on member progress.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

# 1. Individual Progress

1. Individual Progress

2. Path Progress

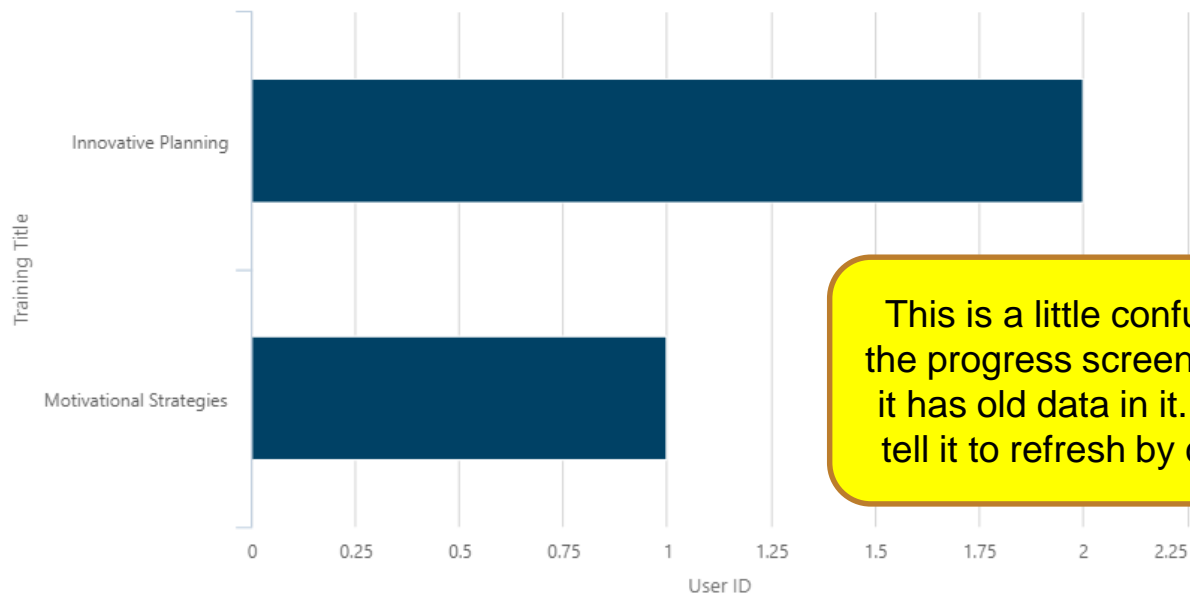
3. Path Type

4. Recently Selected Paths

5. External Training

To see all members: 1. Select Options and Refresh 2. Hover over a box below 3. Select arrow 4. Select View Details

## LEVEL 1 IN PROGRESS



Options ▾

Refresh

Print

This is a little confusing. When the progress screen first displays, it has old data in it. You have to tell it to refresh by clicking here.

# 1. Individual Progress

Once you refresh, the last refresh date & time will show here. Watch out – if you have a small screen (like a laptop), this will likely be off the bottom of the screen!

1. Individual Progress

To see all members: 1. Select

[View Details](#)

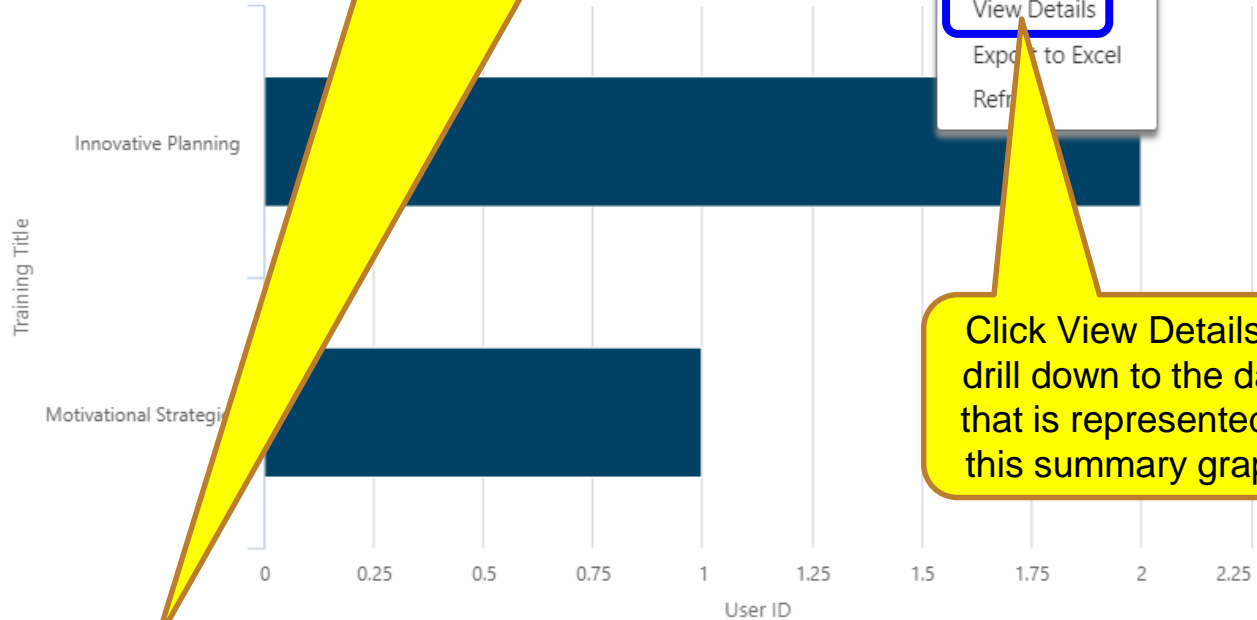
2. Path Progress

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## LEVEL 1 IN PROGRESS



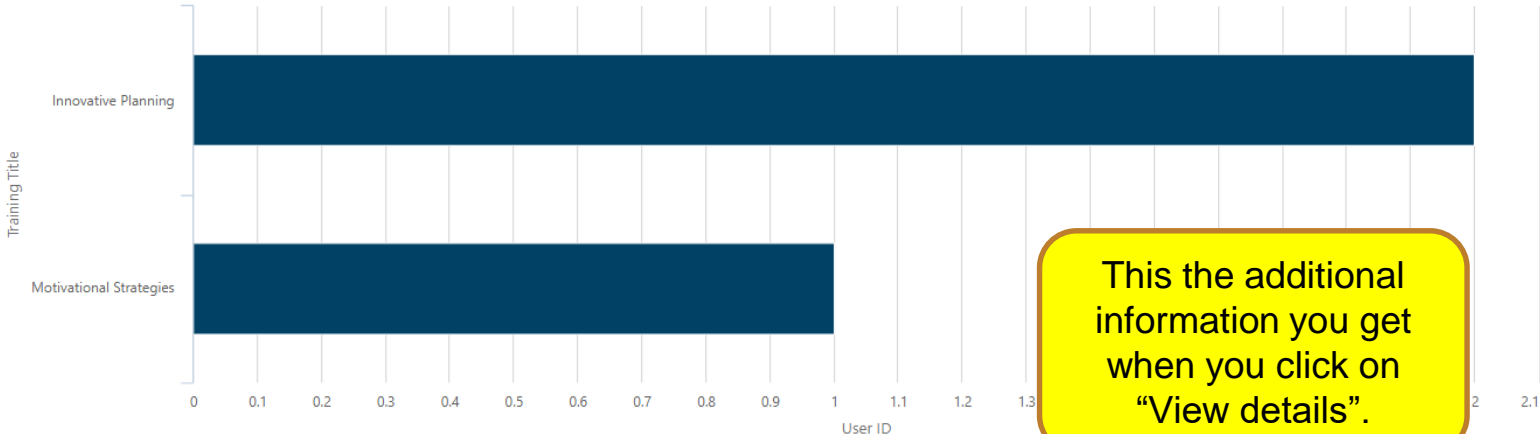
Click View Details to drill down to the data that is represented in this summary graph.

See slide 14 for more details

Last refreshed 5/17/2018, 9:13:32 AM



Level 1 in Progress



This the additional information you get when you click on "View details".

This is the additional information you get when you click on "View details"

Title: Level 1 in Progress  
 Report Generated By: 03287370, CLUB  
 Report Date/Time: 05/17/2018 09:13 AM  
 Record Count: 3  
 Record Count Limit: 5000  
 Filters: [Training Title] does not contain Checklists  
 [Training Type] is equal to Curriculum  
 [Training Title] does not contain Mentor  
 [Training Title] is not equal to Pathways Guide Tasks  
 [Transcript Status] is equal to In Progress ,Registered  
 [Curriculum Completion Percentage] is less than 20  
 [Removed from Transcript?] is not True  
 [Greatest Registration Number] is True  
 [User Status] is not equal to Inactive

Training Title	User Full Name	Count User ID	Training Title	Transcript Status	Training Type	Curriculum Completion Percentage	User Status
<b>Grand Summary (3)</b>		<b>3</b>					
<b>Innovative Planning (2)</b>		<b>2</b>					
Innovative Planning		04818334	Innovative Planning	In Progress	Curriculum		0 Active
Innovative Planning		06588067	Innovative Planning	In Progress	Curriculum		10 Active
<b>Motivational Strategies (1)</b>		<b>1</b>					
Motivational Strategies		01538134	Motivational Strategies	In Progress	Curriculum		10 Active

### 3. Path Type

To see all members: 1. Select Options and Pathways > 2. Select View Details

1. Individual Progress

2. Path Progress

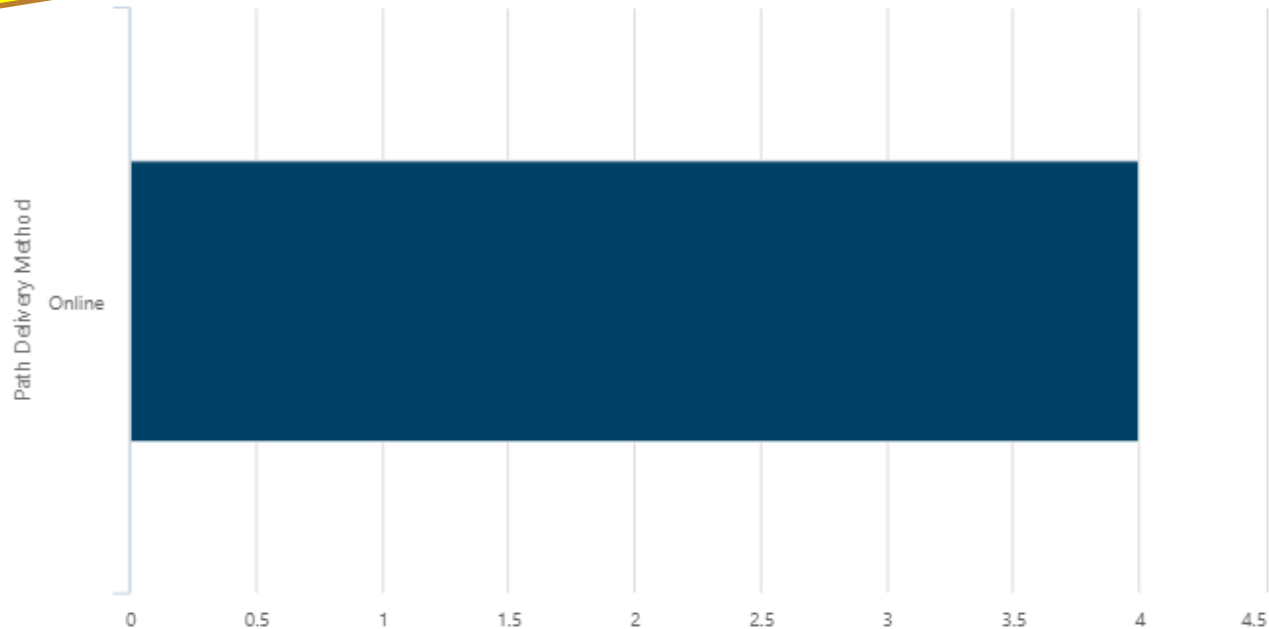
3. Path Type

4. Recently Selected Paths

5. External Training

This report shows you how many members you have doing Pathways on line and how many by paper (if any).

PATH DELIVERY



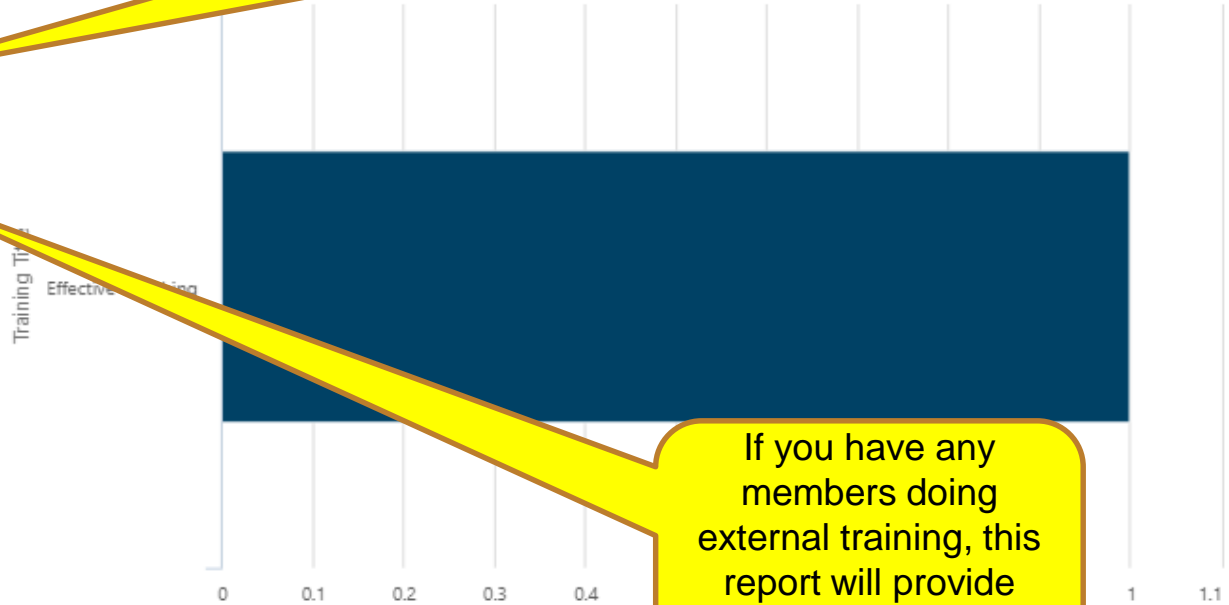
Last refreshed 6/19/2018, 7:24:23 AM

## 4. Recently Selected Paths

To see all members: 1. Select Options and Refresh 2. Hover

[View Details](#)

PATHS MEMBERS SELECTED IN



This report just shows you how many members have recently selected paths.

If you have any members doing external training, this report will provide dashboard level info for those activities..

Last refreshed 6/19/2018, 7:23:22 AM

- 1. Individual Progress
- 2. Path Progress
- 3. Path Type
- 4. Recently Selected Paths**
- 5. External Training

# Pathways BCM

## Approving Level Completion Requests

Note: For members in multiple clubs – you will only see members who last selected YOUR club as their “home club”

A member submitted a level completion request

Inbox x



BaseCamp@toastmasters.org

to me



## WHERE LEADERS ARE MADE

Dear Vice President Education,

A member in your club has reached an important milestone in the Toastmasters Pathways learning experience! **[Redacted Name]** has finished Level 1 Completion—Persuasive Influence and submitted a completion request on 4/24/2018 3:24:00 AM for your approval.

Please review and process the request as soon as possible because **[Redacted Name]** cannot begin the next level in their path until you do so. You can view the request by logging in to [Base Camp](#) as manager and selecting the Pending Requests tile on the home page.

For more information on completion requests, watch the level completion tutorials for Base Camp managers. These tutorials can be located on the [Manager Tutorials page](#). Thank you for your dedication and leadership!

Sincerely,

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org)

*This email was intended for the vice president education (VPE) or club officer responsible for education tracking. If you are not a VPE or club officer in charge of education tracking, please forward this email to your club's VPE or designated officer overseeing education. Visit Club Central if you would like to update the contact email address currently listed for your club.*

*If you would like to stop receiving emails from Base Camp, please contact Club and Member Support at +1 949-858-8255 or [membership@toastmasters.org](mailto:membership@toastmasters.org).*

An email like this will be sent to the club's email address (set in your club profile in Club Central) when a member requests approval for a level completion.

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To return to your personal learning experience in Base Camp, **visit the Pathways Start page** and log in as a member.

Click Pending Requests tile.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

## View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the

Employee's name to view their

The Pending Approval dashboard will show you all requests waiting for your approval.

**Training Pending Approval**

Printable Version Export to Excel (1 Result)

Name [ ] [ ] Search

Requested By	Training	Type	Date	Options
Turner, Heather Making Better Consultants (MBC) Speak-Ez Toastmasters Club (Club) Member (Position)	Pathways Guide Completion	Completion	1/28/2018 5:38 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click the check to approve or the X to reject.

You can enter any appropriate comments here.

### Approve Request

Please enter any additional comments:

Cancel Submit







Just hitting the check box in in Basecamp for the level completion does not mean it's done, you have to also post the award to Club Central on the Toastmasters website.

# CLUB CENTRAL

Select a club to conduct club business  
3287370 - MAKING BETTER CONSULTANTS (MBC) SPEAK

## Club Membership

 <b>Add Membership</b> Add new, dual or reinstated members	 <b>Submit Payment</b> Submit credit or debit card
 <b>Submit Education Awards</b> Submit member education awards	 Review and print your club

Unfortunately, Base Camp does not share completion info with Club Central (yet!) So you also have to go to Club Central to request the associated award for your member.

## Club Administration

 <b>Club Officer Assignment</b> Review, update and assign club officers	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
<b>Club Financials</b>	<b>Distinguished Performance Report</b>

# SUBMIT EDUCATION AWARDS

## Select Member

(Note: If you are a club officer and are applying for your own award, please have another officer submit your award application.)

Select the member's name first.

## Select Education Program

Please select the award that the member is applying for:

- Select Education Program ✓
- Online Effective Coaching, Level 1 (English)
- Competent Communicator
- Advanced Communicator Bronze
- Advanced Communicator Silver
- Advanced Communicator Gold
- Competent Leader
- Advanced Leader Bronze
- Advanced Leader Silver
- Distinguished Toastmaster

Then select the Education award earned. For Pathways awards, only the ones the member has registered for will be in the dropdown box. Note that the TM legacy awards are still in the dropdown and will be until July 2020.

Review award submission

After selections, click the Review button.

# REVIEW AWARD SUBMISSION

## Member Information

Member ID 00309936  
Name ██████████, DTM  
Selected Path Persuasive Influence, Level 1

Cancel Submit Award

On the Review page, verify the request looks OK, then click the Submit Award button. If anything wrong, click the Cancel button to go back.

# REVIEW AWARD SUBMISSION

## Member Information

Member ID  
Selected Path

Education award submitted!

What would you like to do next?

Return to Club Central Submit Another Award

You'll get a pop-up telling you the award has been submitted. You then have the option to return to Club Central or to submit another award.

Toastmasters Education Award Confirmation



Inbox x

The club email will get another message confirming the award submission.



educationawards@toastmasters.org

[Redacted]



This is to confirm that the PERINFL1 for [Redacted] was processed on 4/24/2018.

If you have any questions related to this award, please contact [Education Awards](#).

Thank you,

Toastmasters International

Toastmasters International | [23182 Arroyo Vista](#) | [Rancho Santa Margarita](#) | CA |

Note abbreviated path name. Unfortunately, no key and not consistent.

# Pathways BCM

## Resources

1. Imbedded BCM tutorials
2. Three Step by Step Guides
3. This training PPT
4. D5 Base-Camp-Manager-Reference-Guide.v2-1.pdf
5. Base Camp Manager Cheat Sheet.pdf
6. Pathways Integration In Clubs - Turner.pdf
7. Pathways-Companion-Guide.pdf
8. Pathways-Paths-and-Projects-Catalog-V2.1.pdf

## Base Camp Manager

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As the vice president education, you are responsible for education approval and secretary also have access to the Base Camp manager portal and Camp manager tasks. For more information on the Base Camp manager application, [view the Base Camp Manager Overview tutorial](#).

To return to your personal learning experience in Base Camp, [visit the Pathways Start page](#) and log in as a member.

For more detail or to see other BCM procedures, be sure to visit the Manager Tutorials section.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.

## Navigating Your Role

View the following tutorials to support your members on their Pathways journey:

These are the available  
BCM tutorials.



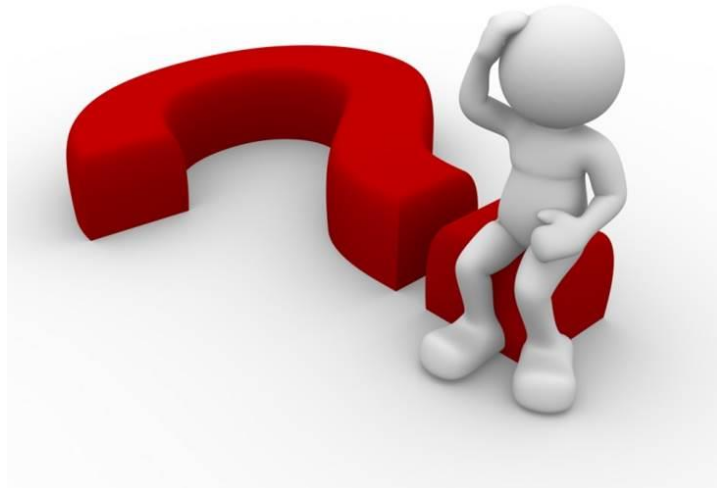
Remember – we're all learning this together!

If you have any questions, feel free to reach out to your Pathways Guide or Ambassador.



# Pathways BCM

Q & A



**This concludes the session.**

Pathways Base Camp Management

